

*The Solo and Small Firm Section of the State Bar of California
proudly presents its 2005 Annual Conference*

Big Business Solutions for Solo and Small Firms



Earn 6.0 Hours MCLE Credit
Including 2 hours of Legal Ethics
and 1 hour of Elimination of Bias

Friday, October 28, 2005

**The Pierpont Inn & Racquet Club
550 Sanjon Road
Ventura, CA 93001**

Phone: (805) 643-6144

www.pierpontinn.com



PROGRAM SCHEDULE

8:00 AM - 9:00 AM

Registration & Continental Breakfast

8:40 AM - 8:45 AM

Welcome & Opening Remarks

Steve Mehta, Esq., Valencia

8:45 AM - 9:45 AM

(Including 1/2 hour of Legal Ethics)

Strategic Planning, Including How to “Morph” your Practice

Eleanor Southers, Esq., Los Angeles

Law practices, especially small ones, are constantly metamorphosing or changing. Whether you are struggling to implement a recent strategic plan, contemplating practice in a new area of the law, or adapting your practice to the continuously changing legal environment, when trying to come up with some sort of direction for your practice, careful planning is vital. Ms. Southers has had a successful solo practice for the past 22 years and will share her insights into ways to handle the constant forces which challenge every small firm to stay alive and healthy.

9:45 AM - 10:45 AM

(Including 1 hour of Legal Ethics)

Taxing Secrets for Law Firms

Steve Mehta, Esq., Valencia

Greg Kory, CPA, Valencia

No small business can afford to have the IRS auditing their accounts. Learn about common tax and ethical issues related to small law firms and tax benefits and traps that can be worth thousands of dollars. Also, learn about how to ethically address tax issues that relate to your clients and their legal matters.

10:45 AM - 11:00 AM

— Break

11:00 AM - 12:00 PM

Tips and Traps for Managing Employees

Roberta Burnette, Esq., Westlake Village

Cynthia Elkins, Esq., Woodland Hills

You will learn the basic and fundamental employment laws that govern you as an employer including at will employment, wage and hours laws, what is and should be in a personnel file, who really is “exempt” and the benefits of employee handbooks, even for small offices.

12:15 PM - 1:30 PM (Includes 1 hour of Elimination of Bias)

Luncheon Program

Can't We Just All Get Along?

Sean Carter, Esq., Syndicated Columnist and Author, www.lawpsided.com

Would you like more diversity in your law firm? Would you like to recruit (and more importantly, retain) minority and women attorneys and staff persons? In this provocative and entertaining presentation, Mr. Carter explores the issues involved in recruiting and retaining minority and women employees. More importantly, he debunks some of the common myths surrounding the issue of diversity, gender bias and other biases in the workplace.

1:30 PM - 1:45 PM — Break

1:45 PM - 2:45 PM (Including 1/2 hour of Legal Ethics)

Saving Dollars in Every Area of your Practice

Lisa Miller, Esq., Valley Village

Lisa Miller will furnish you with tips and solid ideas about how you can save money in your practice starting today. These tips will include money saving tips on how to remotely access your computers; word processing, how to prevent nasty spam at a minimal cost, how to maintain the existing clients effectively and many more. This program will also address some of the ethical concerns attorneys face when communicating with their clients. Her directions regarding client relations are guaranteed to save you at least \$5,000 this year alone. Learn how to maximize your dollar spent while increasing your dollar earned.

2:45 PM - 3:45 PM

Essential Technology and Gadgets for Lawyers

Alex Kazan, DotCom Solutions

Continuing the theme of saving you money and making your lawyer life easier, these speakers will captivate you by their clear and concise presentation of what is new, different and most practical for the solo and small firm practitioner in the area of today's technology. Get ready to be intrigued and motivated to invest in the "stuff" that can really help your practice and get rid of all the "junk" that slows you down. This program will help you identify and develop programs and technology to better communicate with your clients and to manage your office.

REGISTRATION INFORMATION

Register Online

www.calbar.ca.gov/solo

Registration by Mail

Your registration must be received **no later than Friday, October 14, 2005**. Please send your completed registration form and check payable to The State Bar of California to:
Program Registrations
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

On-Site Registrations

On-site registration opens at 8:00 AM and is subject to space availability.

Cancellation/Refunds

Cancellations and request for refunds must be received in writing no later than Friday, October 14, 2005. Substitute registrants are allowed, but must register in their own name.

MCLE Credit

The State Bar of California and the Solo and Small Firm Section are State Bar of California approved MCLE providers. This activity has been approved for 6.0 Hours of MCLE credit including 2 hours of Legal Ethics and 1 hour of Elimination of Bias.

Special Assistance

Please call 415-538-2467 TDD for speech and hearing impaired 415-538-2231.

Questions

For registration information, please call 415-538-2508.
For program content/Section information, please call 415-538-2350.

Audio Tapes

Audio tapes of the program will be available with a complete set of program materials from Versa-Tape. To order, please call 800-468-2737.

Registration Form

Online Registration: www.calbar.ca.gov/solo

2005 Annual Conference of the Solo and Small Firm Section of the State Bar of California.

Name _____ State Bar Number _____

Firm _____

Address _____

City, State and Zip _____

Phone _____ Fax _____

Email _____

Registration Fees (Check appropriate box)

☐ **\$150 Registration Fee - Members**

☐ **\$185 Registration Fee - Non Members**

(Includes remaining 2005 and full 2006 Section Membership, a \$65 value.)

☐ **\$125 Special Paralegal Fee**

(Includes remaining 2005 and full 2006 Section Membership, a \$65 value.)

☐ **\$210 On-site Registration Fee**

(Includes remaining 2005 and full 2006 Section Membership, a \$65 value.)

Credit Card Information

I authorize The State Bar of California to charge my program registration fee to my VISA or MasterCard account. (No other credit card will be accepted.)

Account Number: _____ Exp Date: _____
Visa and MasterCard ONLY

Cardholder's Name: _____

Cardholder's Signature: _____

Mail to: Program Registrations, The State Bar of California, 180 Howard Street, San Francisco, CA 94105. Make checks payable to The State Bar of California.

FAX to: Program Registration at (415) 538-2368.
Credit card information is Mandatory.

STATE BAR EDUCATION FOUNDATION
The Solo and Small Firm Section
180 Howard Street
San Francisco, CA 94105

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